



**EMPLOYERS EDGE**  
UNEMPLOYMENT COST CONTROL SOLUTIONS

**Attention: Refer to the operative collective bargaining agreement for guidelines on disciplinary and discharge procedures, which may impose additional requirements for discipline of union members.**

Separation Checklist

Discharge

**EXCESSIVE ABSENCES AND/OR TARDINESS**

- Employee gave a reason for final absence or tardy
  - If YES,
    - Verbally
    - In writing
- Final absence and/or tardy incident was beyond employee's control
- Employee followed policy regarding notification of absence/tardiness
  - If NO, See Discharge-Policy Violation
- Medical documentation provided (if applicable)
- Leave of absence available (FMLA, etc.)
- No fault attendance or points system
- Final incident described in employee file (date, time, specific details, etc.)
- Employee immediately discharged
- Employee suspended pending investigation
- Prior occurrences of similar nature
- If YES,
  - Warnings (dates, specifics, etc.)
  - Employee signature on written warnings
- Progressive discipline steps taken & personnel policy regarding discharge followed
- Employee aware of all personnel policies
- Signed acknowledgment
- Employee aware actions could result in termination
- Witnesses to final incident
- If YES,
  - Statements
  - Signed
  - Witness contact information in file